



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
1800 NAVY PENTAGON
WASHINGTON, DC 20350-1800

27 DEC 2002

MEMORANDUM FOR DISTRIBUTION

Subj: FY 2003 FUNDING FOR NAVY MARINE CORP INTRANET SERVICES

Ref: (a) FY 2003 Funding Allocation Document

The Department of the Navy is expeditiously rolling out the Navy Marine Corps Intranet (NMCI) capability during fiscal year 2003. Budget Submitting Offices (BSOs) have been allocated funding in reference (a) in order to fund that effort and those funds were designated for the singular purpose of funding NMCI. FMB will rely upon Director, NMCI to report the proper utilization of these funds and provide recommendations for reallocations of these funds. The general precepts include the following:

- 1) Component organizations must order all NMCI services for which they are budgeted, according to the schedule approved by Director, NMCI. Specifically, components are directed to place orders for all services scheduled for execution up through the end of fiscal year 2003. Adequate funding has been allocated for this purpose.
- 2) Funding for services ordered but not delivered will be de-obligated in accordance with previously established procedures.
- 3) Requests for de-obligations resulting from schedule changes must be accompanied by an approved corresponding NMCI Schedule Change Request (SCR).
 - a) SCRs for substitution of seats at one location for seats at another location that do not cause a net reduction in FY03 seat service months ordered will be approved by the servicing Administrative Contracting Officer (ACO).
 - b) SCRs that result in a net reduction in the number of seat months ordered in FY03 require approval of the Director, NMCI.
- 4) Requests for reallocation of NMCI funding for purposes other than NMCI services must be forwarded to FMB3 via Director, NMCI. The Director, NMCI has requested that the following justification information be provided in those circumstances:
 - a) Requests to reallocate funding for existing legacy services, must include services, equipment, or software being proposed for procurement, affected activities, those activities scheduled NMCI transition dates, and impact if

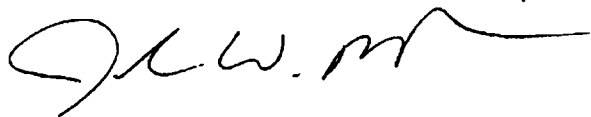
funding is not re-allocated.

- b) Requests for reallocation of NMCI funding for purposes other than NMCI-like services must provide detailed explanation of the proposed funding's purpose, and impact statements.

5) Forms for schedule change requests are available on the Director NMCI Web site at <http://www.nmci.navy.mil>.

Any questions should be directed to Ms. Frankie Moran, FMB3B1, at (703) 695-1012.

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(see next page)



John W. McNair
Director,
Program/Budget Coordination Division

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